



# ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

## Transportation Section Policy

Subject: **Temporary Driver's Licenses for Renewal Applicants in Certain Situations**

Policy No. **VFH - 001**

Effective Date:  
**April 27, 2012**

### 1. AUTHORITY

- 1.1 Chapter 46, Houston Code of Ordinances

### 2. PURPOSE


- 2.1 The purpose of the policy is to document the true up procedure related the issuance of a temporary driver's license for renewal applicants in certain emergency situations.

### 3. POLICY STATEMENT

Under the provisions of Chapter 46 of the City of Houston Code of Ordinances (Chapter 46), applicants for a vehicle for hire driver's license must submit him/herself to be fingerprinted at the location indicated by the Director for the initial application and at renewal intervals of six years.

### 4. PROCEDURES

- 4.1 All fingerprinting applications must be picked up in person at the Transportation Section offices located 1002 Washington Ave.
- 4.2 All vehicle for hire driver's license applicants must present themselves to the Houston Airport System Intercontinental Airport Terminal A Badging Office (IAH Badging Office) for fingerprinting purposes.
- 4.3 Fingerprinting, while completed at IAH Badging Office, is sent to the Federal Bureau of Investigation (FBI) and Transportation Security Administration (TSA) for processing.
- 4.4 The FBI and TSA results can take anywhere from 3 days to 2 weeks to be returned.
- 4.5 From time to time the results from the FBI or TSA may take longer than 3 weeks, due to computer errors or other issues outside the control of the Transportation Section or IAH Badging Office.
- 4.6 Should results take longer than 3 weeks to be returned from the FBI or TSA, then renewal applicants whose current licenses have expired may be issued a 2 week temporary license that will allow them to work in the City in their respective industry.
- 4.7 This temporary license may not allow them to post or accept pickups at the Houston Airport System but they may work and provide drop offs at the Houston Airport System.
- 4.8 When their fingerprint results have come back, they must come into the Transportation Section Offices and receive their renewal license in a timely manner.

Approved: 

Date Approved: 4/27/2012

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